

ACG ARGUS BOOT CAMP 5-Day CURRICULUM

OVERVIEW OF ARGUS BOOT CAMP PROGRAM

With the dynamic and ever changing field of the real estate market, having the required skills and analytical experience is a necessity. ACG's ARGUS Boot Camp training program is an intensive study of the industry leading valuation software created and instructed by ACG Professionals, experts who use ARGUS on a daily basis. This course is a comprehensive study structured for not only first time ARGUS users but also for those who need more than just the basic training. The goal of this course is to provide students with an in-depth understanding of ARGUS so that students enter the marketplace with a proficiency level that will distinguish them competitively for the best industry jobs.

The successful completion of this program will result in students achieving the following desired outcomes:

- Strong working knowledge of the ARGUS program.
- Ability to model complex office and retail assets.
- Understanding of the financial documents necessary to complete an ARGUS model.
- Understanding how ARGUS calculates cash flows.
- Comprehensive vocabulary of industry terms.
- Ability to audit Argus models to locate modeling errors and identify underlying assumptions.
- Interpretation of reports to understand the financial implications of a deal.
- Thorough understanding of expense recoveries.

Although this class includes approximately 35 hours of instruction, ACG will provide you with a complete set of our Argus materials which includes another 50 hours of total self-study. Students who complete all case studies will be given the option of taking an ARGUS proficiency test. This proficiency test includes building a complex office model, building a retail power center model, and completing a series of proficiency exams including multiple-choice questions, short-answer questions and auditing and reviewing a model that contains errors. Students who successfully pass the ARGUS proficiency test will be able to note that they have successfully satisfied the requirements to be an ACG Analyst.

TOTAL COURSE HOURS (Approximate)

35.00

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SESSION ONE: Conceptual & Data Entry Basics	
<u>Training Activity</u>	<u>Time Est.</u>
1) <u>Concepts Primer – ACG Taught (Manual 2 Pg 51)</u> Overview of terms & concepts (Review of Pre-Class Primer) Overview of what is needed to build an Argus model	1.00
2) <u>General Data Entry – ACG Taught</u> Instruction on entering Property Information, Misc. Revenues, Reimbursable Expenses, Non-Reimbursable Expenses, and Capital Expenditures CASE: Broadway Place (Used for #2-5)	1.50
3) <u>MLA's – ACG Taught</u> Instruction on building Market Leasing Assumptions	1.00
4) <u>Rent Roll – ACG Taught</u> Instruction on building Rent Roll	1.00
5) <u>Reports Overview – ACG Taught</u>	0.50
6) <u>Self-Guided Model Building</u> CASE: Peachtree Place	3.00
7) <u>Quiz / Review - 20 Questions</u>	
8) <u>Self Tutorial #1: Calculations & Review Questions</u>	
TOTAL COURSE HOURS EXCLUDING QUIZ & REVIEW	8.00

DESIRED OUTCOME:

- 1) Students should be familiar with the basic three phases of model building: General Property Information, MLA's and Rent Roll.
- 2) Students should know how to run basic Argus reports.

TAKE-AWAYS:

- 1) Real Estate Primer
- 2) Training Manual
- 3) Model Checklist (Source Does to Build an Argus Model)

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SESSION TWO: Comprehensive General Assumptions & MLA Instruction	
<u>Training Activity</u>	<u>Time Est.</u>
1) <u>Self-Guided Model Building</u> Build a model from start to finish CASE: Victory Lane Plaza	2.00
2) <u>General & Market Leasing Assumptions (Manual 1 Pgs 1-10)</u> Advanced General Assumptions (Inflation/Timing, General Vacancy/Credit Exclusions - Tenant Groups, etc.) Comprehensive Review on MLA's (Also MLA Overrides, etc.) CASE: Brookman Building (Used Sessions 2-4)	2.50
3) <u>Practice Calculations on MLA's (Exercises Pg)</u>	0.50
4) <u>Self-Guided Model Building</u> Adding MLA's to an existing model CASE: Crossroads at Clearwater	2.00
5) <u>Quiz / Review - 20 Questions</u>	
6) <u>Self Tutorial #2: Calculations & Review Questions</u>	
TOTAL COURSE HOURS EXCLUDING QUIZ & REVIEW	7.00

DESIRED OUTCOME:

- 1) Students should be able to build basic Argus models.
- 2) Students should fully understand MLA's (and all of the components that comprise an MLA) and how they work in Argus.

TAKE-AWAYS:

- 1) Market Leasing Assumptions Handout

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SESSION THREE: Comprehensive Rent Roll Instruction	
<u>Training Activity</u>	<u>Time Est.</u>
1) <u>Rent Roll In-Depth Instruction (Manual 1 Pgs 12-20)</u> Recap, Relative Start Dates, Free Rent, and Step Rent Case: Brookman Building	2.00
2) <u>Self-Guided Rent Roll Practice Case</u> Building the Rent Roll for an existing model CASE: Gator Industrial Park	2.00
3) <u>Percentage Rent Instruction (Manual 1 Pgs 29-39)</u> Comprehensive instruction on Percentage Rent including Breakpoints, Tiered Breakpoints & Percentages, etc. Case: Brookman Building	2.00
4) <u>Practice Calculations - Percentage Rent (Exercises Pg)</u>	1.00
5) <u>Advanced Rent Roll Topics (Manual 1 Pgs 21-28)</u> Changing Suite Sizes, Intelligent Renewals, Reabsorb, Options, Space Absorption, and Upon Expiration. Case: Brookman Building	1.00
6) <u>Quiz / Review - 20 Questions</u>	
7) <u>Self Tutorial #3: Calculations & Review Questions</u>	
TOTAL COURSE HOURS EXCLUDING QUIZ & REVIEW	8.00

DESIRED OUTCOME:

- 1) Students should fully understand all Rent Roll functions.
- 2) Students should fully understand Percentage Rent and be able to perform related calculations.

TAKE-AWAYS:

- 1) Rent Roll Handout
- 2) Upon Expiration Handout
- 3) Percentage Rent Handout

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SESSION FOUR: Comprehensive Reimbursement Method Instruction	
<u>Training Activity</u>	<u>Time Est.</u>
1) <u>Basic Reimbursements Instruction (Manual 1 Pgs 41-50)</u> Methods, Expense Pools, Pro-rata Share Denominators, Gross-Up, Reference Accounts, and Administrative Fee Case: Brookman Building	2.00
2) <u>Practice Calculations on Reimbursements (Exercises Pg)</u>	1.00
3) <u>Review of Recovery Definitions and Language (Manual 1 Pgs 51-58)</u>	1.50
4) <u>Self-Guided Model Building</u> Building Reimbursement Methods for an existing model CASE: Namath Fouts & Landry	3.00
5) <u>Quiz / Review - 20 Questions</u>	
6) <u>Self Tutorial #4: Calculations & Review Questions</u>	
TOTAL COURSE HOURS EXCLUDING QUIZ & REVIEW	7.50

DESIRED OUTCOME:

- 1) Students should be able to model complex reimbursement methods.
- 2) Students should be able to calculate specific reimbursements for Tenants.

TAKE-AWAYS:

- 1) Reimbursements Handout
- 2) Caps Handout

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SESSION FIVE: Advanced Reimbursement Methods	
<u>Training Activity</u>	<u>Time Est.</u>
1) <u>Reimbursements Advanced Instruction (Manual 1 Pgs 60-65)</u> Expense Reimbursement Caps, Reimburse After, Occupied Areas CASE: Brookman Building	2.50
2) <u>Practice Calculations on Caps (Exercises Pg)</u>	1.00
3) <u>Self-Guided Model Building</u> Building Reimbursement Methods for an existing office model CASE: Old South Center	2.00
4) <u>Self-Guided Model Building</u> Building Reimbursement Methods for an existing retail model CASE: Deer Creek Retail Center	2.00
5) <u>Quiz / Review - 20 Questions</u>	
6) <u>Self Tutorial #5: Calculations & Review Questions</u>	
TOTAL COURSE HOURS EXCLUDING QUIZ & REVIEW	7.50

DESIRED OUTCOME:

- 1) Students should be able to build advanced reimbursement methods in Argus.
- 2) Students should understand industry standards for Office vs. Retail reimbursements.

TAKE-AWAYS:

- 1) Everything About Recoveries Handout
- 2) Sample CAM Reconciliations

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SESSION SIX: Advanced Topics & Model Roll-Forward	
<u>Training Activity</u>	<u>Time Est.</u>
1) <u>Advanced Topics (Manual 2 Pgs 1-13)</u> Payout Timing, Advanced Leasing Commissions, Prop 13, CPI Rent Increases, Porter's Wage, Yield, Debt Financing CASE: Two Main Street	2.00
2) <u>Expense Reimbursement Methods Review</u> Numerators, Denominators, Expense Pools, Reference Accounts, Gross-Up, Reimburse After, Admin Fee, Caps CASE: Review Prior Brookman Case	2.00
3) <u>Open Q&A on Prior Argus Topics</u>	1.00
4) <u>Self-Guided Model Building</u> Case Incorporating Advanced Topics CASE: Victory Lane v2	1.50
5) <u>Instruction on Rolling a Model Forward (Manual 2 Pg 72)</u> Steps to roll an existing model forward	0.50
6) <u>Self-Guided Practice Case</u> Rolling a Model Forward CASE: Vandy Land Square	1.00
7) <u>Quiz / Review - 20 Questions</u>	
8) <u>Self Tutorial #6: Calculations & Review Questions</u>	
TOTAL COURSE HOURS EXCLUDING QUIZ & REVIEW	8.00

DESIRED OUTCOME:

- 1) Student should be able to perform advanced modeling functions.
- 2) Students should be able to assess the risks and shortcomings of models received from outside sources.
- 3) Student should be able to roll a model forward and assess the risks/requirements.

TAKE-AWAYS:

- 1) Model Roll-Forward Checklist
- 2) Prop 13 Handout
- 4) Porter's Wage Handout